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## ASCOT FINISHERS LTD/AMF GROUP LTD CONDITIONS OF PURCHASE

### DEFINITIONS

“Company” refers to Ascot Finishers Ltd/AMF Group Ltd, 6 David Road, Colnbrook, Berks, SL3 0DG  
“Supplier” refers to the entity who is specified on the Purchase Order as “Supplier”

### QUALITY ASSURANCE

Supplier compliance and/or certification to AS9100, ISO 9001, or equivalent accreditation is preferred, but is not mandatory. The supplier’s quality system at a minimum shall demonstrate adequate process controls to ensure the Supplier can meet **Ascot Finishers Ltd** purchase order requirements.

### TRACEABILITY OF MATERIALS

A Certificate of Conformance (C of C) shall be provided with the shipment of the product to demonstrate that the materials or service provided meet the requirements of the purchase order. This should be traceable back to the specific batch of product delivered.

For paint purchases (and other purchases if requested), a manufacturers C of C is required. These must make reference to the following:

- 1) Manufacturers full part number and description
- 2) Batch or lot number
- 3) Shelf life or expiry date
- 4) Details of the person authorising release

### SHELF LIFE

The Company expects all shelf life controlled product to come with the following minimum shelf life periods remaining:

- 12 month shelf life from date of manufacture - 9 months upon receipt
- 24 month shelf life from date of manufacture - 18 months upon receipt

Any product with a shelf life outside of these windows should be reviewed and agreed with the Company prior to shipment.

### COUNTERFEIT PARTS PREVENTION

Suppliers shall establish and maintain a counterfeit parts\material prevention and control plan to ensure that counterfeit goods and material are not delivered to **Ascot Finishers Ltd**. The Supplier shall provide written notification if the supplier becomes aware or suspects that it has furnished counterfeit goods within 24 hours.

The Supplier shall provide, upon request, the supply chain traceability to an original manufacturer or authorised distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product. Supplier shall have a documented process in place to ensure counterfeit goods are contained and do not re-enter the supplier chain.

Supplier shall include this clause or equivalent provisions in lower tier subcontracts for the delivery of items that will be included in or furnished as goods or material as applicable.



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### **NON-CONFORMANCE OF PRODUCT**

If at any time Supplier becomes aware that material supplied against an order is nonconforming product, Supplier must immediately notify the buyer.

Company does not accept non-conforming material, and no oral agreement or action of any kind may alter this provision without specific written agreement by company.

No non-conforming product shall be disposed of without prior written agreement from Supplier.

### **CORRECTIVE ACTION REQUEST**

Acceptance of this purchase order obligates the seller to perform, upon request, a corrective action investigation when discrepant material is received by the buyer. A written report shall be furnished, which is specific and conclusive to prevent a recurrence of the discrepancy.

### **CHANGE IN PRODUCT AND/OR PROCESSES**

Supplier is required to notify Company of any changes to process, product, sub-tier Suppliers, facilities, and Supplier quality system registration status; and obtain approval before proceeding with order, or in the case of work in progress, in advance of shipment.

### **FLOW DOWN OF INFORMATION**

The Supplier shall have a process for identifying and reviewing all **Ascot Finishers Ltd** requirements, including the purchase order, all related purchasing specifications and drawings, as well as all associated subordinate documents. Additionally, this includes approved sources for raw materials, processes, and requirements for delivery. The Supplier shall be responsible for ensuring that these requirements are flowed down to sub-tier suppliers.

Company requires external providers to ensure that their personal are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- the importance of ethical behaviour

Company reserves the right to request evidence of this from Supplier.

This requirement must be flowed down to all sub-tier suppliers personnel involved in any part of the provision of the goods or services requested.

### **FIRST ARTICLE INSPECTION**

If noted in the Purchase Order, the Supplier shall submit a First Article Inspection report that conforms to AS9102 requirements on the first production run of product. Other forms of inspection reports may be acceptable if approved by the Company. Also, per AS9102 section 5.3, the Supplier shall perform and submit a full FAI, or a partial FAI for affected characteristics, when any of the following events occurs:

1. A change in the design affecting fit, form or function of the part
2. A change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling or materials, that can potentially affect fit, form or function
3. A natural or man-made event, which may adversely affect the manufacturing process
4. A lapse in production for two years or as specified by Company



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5. The Supplier should, when practical, clearly identify (mark/tag – non-permanent) the product used to develop the FAI. All certifications and test reports required by the Purchase Order and/or drawing(s) shall be submitted with the FAI package which includes a copy of the assembly, sub-assembly, and detail FAI reports as applicable

### **RIGHT OF ACCESS**

Acceptance of this purchase order by supplier grants representatives from the Company, the Company's customers, and regulatory agencies the right of entry to Supplier's premises and any other premises involved in the fulfilment of this purchase order.

Supplier also grants the company right of access to Supplier records for the purpose of verifying that purchased materials or processes conform to the specified requirements.

This includes any sub tier suppliers involved in the fulfilment of the purchase order.

### **RECORDS RETENTION**

All records, including certification as required under the terms of this purchase order and which document the quality of the items provided, shall be stored, protected, and controlled to ensure that they remain identifiable, legible and useful and to be retained for a minimum of 12 years after the final shipment unless otherwise specified in the purchase order or contract.

After 12 years, Supplier shall agree to either agree to continue holding the records or shall offer Company, at no charge, the option to transfer to them for archiving or provide electronic copies to Company.

No record should be destroyed without Company written approval.